**Policy on Classroom Projects Involving Human Participants**

**Institutional Review Board**

**University of Tampa**

Many courses include a class project that involves interaction with humans. Some of these projects may involve IRB approval, but many will not. Use this guide to determine if your students’ projects require IRB approval of the individual projects.

If the instructor can answer, “Yes” to the following four questions, then the individual projects do not require IRB approval, but still require approval of the instructor:

1. The project does not involve “research,” as understood by the Department of Health and Human Services (that is, it does not result in generalizable knowledge that would be acceptable for scholarly presentation or publication outside of the University of Tampa)
2. The main purpose of the assignment is to learn the research process, with the project having a limited scope and sample size
3. The project will not ask for any sensitive information (e.g., drug or alcohol use, sexual activity, or illegal behavior)
4. The data will be collected in such a way as to ensure the anonymity of the participants

Note that presentation at any of the local UT college research conferences does not constitute as an outside presentation.

If your classroom project meets the above criteria, then your students do not have to submit IRB proposals directly to the IRB for approval. Instead, the following protocol is followed:

1. The instructor will submit a Faculty Report of Classroom Project form to the IRB (the next page of this document). The chair of the IRB will acknowledge its receipt
   1. The IRB chair will ensure that the instructor has undergone the CITI training
2. Instructors will then maintain their own oversight of the projects done by their students
   1. Instructors will ensure that their students have the appropriate knowledge within the discipline in order to conduct the project in an ethical manner
      1. Depending on the discipline, students might use informed consents, debriefing sheets, or other aspects of ethical treatment of participants.
      2. The CITI training is available for all students on campus as well
   2. The IRB strongly encourages instructors to have their students use the exempt form for IRB projects, with the instructor providing feedback to the students in the context of that proposal.

If your classroom project does NOT meet the all four criteria, then each student project must submit a form to the IRB for approval. For this, the following protocol is followed:

1. The instructor initially collects all student proposals and ensures forms are complete.
2. The instructor submits all the forms to the irb ([irb@ut.edu](mailto:irb@ut.edu)) all at the same time
3. The IRB will communicate recommendations directly with the instructor. Allow two full weeks for an initial decision.

**Faculty Report of Classroom Project**

**Institutional Review Board**

**University of Tampa**

Faculty Name:

Course Title:

Semester:

Number of projects involving human participants:

***Verification of applicability***: If you check “Yes” to ALL of the questions below, your classroom project meets the criteria for not requiring IRB approval. If you check “No” to any item, then individual forms for each project must be submitted.

|  |  |  |
| --- | --- | --- |
| 1. The project does not involve “research,” as understood by the Department of Health and Human Services (that is, it does not result in generalizable knowledge that would be acceptable for scholarly presentation outside of the University of Tampa) | Yes | No |
| 2. The main purpose of the assignment is to learn the research process, with the project having a limited scope and sample size | Yes | No |
| 3. The projects will not ask for any sensitive information (e.g., drug or alcohol use, sexual activity, or illegal behavior) | Yes | No |
| 4. The data will be collected in such a way as to ensure the anonymity of the participants | Yes | No |

Additionally, the IRB chair will verify that you as the instructor and leader of this project has undergone the CITI Training program required of UT researchers and will ensure that the students receive appropriate knowledge within the discipline in order to conduct the project in an ethical manner

***Brief description of the project*** (e.g., “The students will design an experiment based on an existing experiment in the learning and memory literature and collect data from 12-15 participants” or “The students will construct a questionnaire concerning non-sensitive health topics (e.g., daily hygiene, exercise, food habits, etc.) and collect data from 20 participants”):